



Home Educators  
Resource Center

# STUDENT AND PARENT HANDBOOK

Updated July 2020

## **INTRODUCTION**

The Home Educators' Resource Center was founded in 1998 to support homeschooling families and provide resources that might otherwise be difficult for them to obtain. HERC believes that God has given parents the unique responsibility to train their own children in the ways they should go; our vision is to come alongside these parents and help them in this task. HERC is not a school, nor does it intend to take the place of a school for the students it serves. The parents are the primary teachers of their children, and the home is their school.

HERC is a not-for-profit corporation run by a board of volunteers. We are blessed to have a facility provided for us by Calvary Chapel Bakersfield and maintained by volunteer labor. The only income HERC receives is from annual fees paid by the families who participate in HERC programs, and the fees that independently-contracted tutors pay for the privilege of teaching classes in our facilities. We are also blessed to receive donations from our friends and supporters (since we are a 501(c)3 corporation, these are tax deductible).

To ensure that like-minded families are involved in HERC, we ask that our members (tutors, volunteers, parents and students) sign the following statement of faith:

We believe that the Holy Scripture, in its entirety, is the inspired Word of God, wholly without error. We believe in one God in three persons—God the Father, God the Son, and God the Holy Spirit. We believe in the Deity of Jesus Christ and that by His death on the cross He and He alone is the propitiation for the sins of the whole world. We believe that on the third day our Lord Jesus Christ rose bodily from the grave, ensuring the resurrection of all believers who have received God's free gift of eternal life. We believe that our Lord Jesus Christ will soon return to this earth to set up His kingdom and will judge the world in righteousness. We believe that the Holy Spirit indwells all who receive Jesus Christ as their Lord and Savior. We believe that all who have been redeemed by the blood of Christ are called to be in the world but to be separate from it. We believe that Christians are called to witness for Christ, to preach the gospel to all nations, and to study the Word of God personally through the power of the indwelling Holy Spirit.

For more details, please see our complete ORGANIZATIONAL STATEMENTS AND POLICIES, including Educational Philosophy with supporting scriptures, on our website [www.hercbakersfield.org](http://www.hercbakersfield.org).

## **WHAT HERC OFFERS**

1. A location and framework where qualified tutors, who are also homeschoolers, can offer structured classes in subjects that some parents find difficult to teach.
2. A place where students can meet other students with similar worldviews.
3. Organized clubs which give students valuable opportunities to learn and serve, and can be a vital preparation for college and work.
4. A lending library of curriculum and resource materials.
5. Available tests that help with college prep, career exploration, and educational diagnosis.
6. Experienced advisors who can assist parents with educational and high school requirements, curriculum, and methods.
7. Events that provide students with “socialization opportunities” and outlets to display their talents.
8. A website and weekly e-newsletter, as well as a physical bulletin board onsite, to keep involved families updated on events and news.
9. Discounted Home School Legal Defense Association (HSLDA) membership.
10. A formal graduation ceremony and reception.
11. A venue for homeschool parents and students to meet for co-operative classes and clubs which are team-taught by parents.

## **HOW IT WORKS**

Families who agree with HERC statement of faith and educational philosophy may join HERC, renewing their memberships and participating in Orientation annually in August. These families are then eligible to participate in any HERC activities.

During HERC’s annual Registration and Orientation events, parents and students are briefed on HERC regulations and standards, and then are given the opportunity to join HERC by filling out the required membership forms and paying the membership fee.

HERC classes and clubs are held on Tuesdays and/or Thursdays during the regular school year (see the calendar on the website or on the bulletin board). Most classes are held once a week for 34 weeks (some are held twice a week and some classes last only one semester). Tutors lecture in class and give homework for the students to complete at home during the rest of the week. Parents are responsible to teach their

students at home, and understand that they hire the HERC tutors to assist them in this task. Tutors are very willing to work with parents to assure that students learn the material; HOWEVER, parents should NOT assume that tutors are the primary teachers! HERC is not a school.

Next, the parents are able to visit the tutors in their classrooms, ask questions, and pay to enroll their students in the classes. Each tutor sets his or her own tuition fees. In addition, all tutors require parents to pay a small HERC fee which is passed through to help cover HERC's overhead costs. If provision is made for LATE REGISTRATION, a \$25 late registration fee will be collected by HERC staff.

Parents are responsible to make sure their students arrive on time for classes and complete their homework as assigned, to keep in touch with the tutors and make sure all payments are made promptly as agreed. In addition, parents are responsible to instruct their children about HERC rules and policies, and assure that they follow them.

Students may also join HERC clubs, which meet on a monthly basis. Parents should sign them up with the club advisor on Registration Day and pay the club fee to the advisor at that time.

As space is available, co-operative classes, team-taught by parents, may also meet in HERC classrooms during regular HERC class periods. As space is available, HERC may also provide a classroom where parents may work with their own students during regular class periods, and a classroom where private tutors who are also members of HERC may tutor students individually, as engaged by HERC member families.

## **POLICIES**

**HERC Staff:** HERC staff consists of board members and volunteers who each serve in a volunteer capacity to make HERC function smoothly. None of these people are paid for their service. HERC staff serve as janitors, secretaries, food servers, librarian, social chairmen, public relations specialists, administrators, counselors, fundraisers, and whatever else is needed. We welcome your suggestions, time, and offerings in any of these capacities! As far as possible, we attempt to have a secretary on duty at the front desk from 8 am - 3 pm on days classes are in session. To contact HERC staff, please direct your question to us at [herc411@hotmail.com](mailto:herc411@hotmail.com) or to 661-633-4545 or to the Home Educators' Resource Center Facebook page.

**COVID-19:** During 2020 we have become increasingly aware of this highly contagious virus. To protect HERC members, HERC staff is encouraged to keep hand sanitizer, soap and/or other cleaning products available so that classroom and public surfaces within the HERC facility remain sanitary. We encourage tutors to limit class sizes so that participants can remain at least six feet apart, and we recommend that those who desire to protect themselves with face shields or masks do so. We ask that anyone with

a fever or any other symptoms of this virus STAY HOME until the symptoms have been gone for at least three days. If you are diagnosed with Covid-19, please contact HERC so that we may notify everyone who could have been exposed. Tutors should be prepared to provide assignments and instruction, possibly extending deadlines, for any students who must miss class due to this virus. We realize that this situation may necessitate further changes in HERC plans.

**Uniform:** When attending HERC classes, clubs or events, all students are required to wear the HERC t-shirt and ankle-length pants which are not too tight or too loose. Each family receives one shirt with their membership each year, and may purchase additional shirts for \$10. In cold weather, students may wear a sweater or jacket, as long as their HERC shirt is still visible. HERC will offer sweatshirts with the HERC logo for sale periodically as well.

**Class Materials:** It is the responsibility of the parents to assure that students have all required books and materials BEFORE they are needed in class. Students who do not have the necessary materials may be dropped from the class. Many of the books that are used in our classes may be borrowed from the HERC library.

**Grading Students:** HERC tutors will periodically test students in order to ascertain progress. They will give out “report cards” at the end of each semester, usually reflecting a percent grade for homework and tests, class participation, conduct and effort during class. This report reflects the tutor’s perception of the above factors. The parent is still the student’s teacher, and should keep in touch with the tutor to be aware of potential problems or learning gaps.

**Academic Advisors:** HERC academic advisors are available for one-time private consultations concerning academic matters. If you would like to make a follow-up appointment, their fee is \$25 per hour. Contact HERC to make an appointment.

**Lunch:** Students may bring their lunches and eat them in the classroom, so long as they do not disrupt the class. They may also purchase food and drink from our own snack bar, which supports the Benjamin Blackwood Scholarship.

**Parents on Campus:** Parents are always welcome and encouraged to sit in on classes and clubs. We also welcome your assistance in all kinds of volunteer capacities. As space is available, a classroom may be available for parents to use to teach their own children. If you have young children who might be disruptive or noisy in the classroom or hallways, however, please be courteous and take them outdoors.

**Loitering:** Because HERC cannot be responsible for their safety, students may only be on campus when they are in class, in a club, or in the company of their parents. There is no provision for unattended students “hanging out” anywhere on campus. Therefore, parents must pick them up within 10 minutes after class, even if they have another class later in the day. There is no “study hall” at HERC, except what you, the parent, provide for your student.

**Auditing:** Some tutors may be willing to allow your student to audit a class for a lower fee (usually one-half of regular tuition). This is intended for students who may not be able to complete all the homework required because of a disability, but who would benefit from the class discussion and participation. Ask the tutor IN ADVANCE if he/she is willing to give this option. If so, the student will be enrolled in the class and will be required to be in the class each week.

**Payments:** HERC family membership fees must be paid to HERC on an annual basis (renewable every August) in order for a student to participate in HERC activities or classes. Families enrolled in Co-operative Classes will pay HERC fees directly to HERC upon Registration. Payments for classes and clubs are made directly to tutors IN FULL upon enrollment. Some tutors may be willing to make an alternate payment agreement with you, but you must speak to them personally about this BEFORE REGISTRATION DAY. If they agree, the tutors will provide a form outlining the agreed-upon terms, and you both will need to sign in duplicate. Then you must remain faithful to pay as agreed. This is a huge gift from the tutor--DO NOT force the tutor to chase you down and remind you. If you do not keep your agreement, the tutor is under no obligation to keep your student in class. In addition, other tutors will be advised not to offer you the privilege of payment plans in the future.

**Tutor Emergencies:** HERC does not hire substitutes for tutors who are ill, deal with inclement weather, or have an emergency. Your tutor will notify you in such an event, and will make alternative plans for that week's class. A tutor who cancels class more than three times for personal reasons is obligated to refund the fees you paid for the missed classes.

**Missed Classes:** Since HERC classes are only held once a week, a missed class is the equivalent to a missed week of lectures! If your student must miss class, be sure to notify your tutor and obtain missed assignments and make arrangements to make up missed lectures.

**Refunds:** HERC fees and memberships are not refundable. If you decide to drop a class, your HERC fee may be transferred to another class (see the office for details). If you drop a class, you may receive a refund of the tuition from the tutor only under the following circumstances:

- 1) if you ask the tutor no later than DURING the third class of a year-long class.
- 2) if you ask the tutor no later than DURING the second class of a semester-long class or shorter class.

After this time, you can expect that the tutor has already deposited your payment and will not be able to give you a refund.

**Co-operative Classes:** A HERC member parent who is willing to act as Co-op Facilitator may organize a co-operative class as space is available on campus. It is understood that each Co-op family agrees to take on a job to benefit that Co-op, so that it is truly a cooperative effort. All families who wish to enroll in the class must be HERC members and pay the HERC fee of \$20 per semester per student, directly to HERC on

Registration Day. Each family must agree to fulfill all required obligations for that class, as documented by filling out and signing the “Co-operative Class Agreement” form (one copy to HERC, one to the Facilitator, and one to keep). The HERC board has the right to withdraw permission for any Co-operative class that fails to carry out its agreement or that fails to abide by HERC policies.

**Private Tutoring on Campus:** Some HERC tutors offer private tutoring on campus. These tutors must be HERC members, and must collect and pass through a HERC fee (\$20 per semester per student - see Tutor Handbook). Other HERC members may also act as tutors, and may use the Private Tutoring room as available. These tutors must also pass through the HERC fee. All private tutoring to take place in the HERC facility must be arranged, and the room reserved, by contacting HERC’s Academic Advisor.

**Infractions of HERC Rules:** Students who commit infractions of HERC rules will receive writeups from HERC staff. Immediately upon each writeup, HERC staff will notify parents via email. The student will not be allowed to attend class until the parent appears in person to pay a \$5 fine and sign the “Notice of Infraction.” A student who receives three writeups during any school year will be suspended from HERC classes for the remainder of the semester, with no refunds. Any appeal to such suspension must be made to the HERC board in writing. Violence toward staff or other students or other criminal behavior will merit immediate expulsion and possible police involvement.

**Suggestions or Complaints:** Please make suggestions or complaints in writing, along with a list of possible solutions, and mail or email it to HERC. The HERC board will consider your letter at their next meeting and reply to you as required.

**Legal Considerations:** When you sign your HERC membership contract, you agree that you are entering into an agreement to participate in HERC’s resources and to abide by HERC’s policies and regulations. You agree that you, as parent, remain fully responsible for your child’s health and safety, and for his/her actions. You agree that, should you leave your student in the care of a HERC tutor, parent, or staff, that adult has been given authority to act in the parent’s stead should a problem arise. You agree to resolve any difference using biblical measures (as outlined in POLICIES on the HERC website). You agree to provide insurance coverage for your child in any emergency. You agree to solve any disputes involving Home Educators’ Resource Center, Calvary Chapel Bakersfield, and their staffs and members using biblical methods of conflict resolution (see POLICIES on the HERC website).

## **CONTACT INFORMATION:**

**HERC Mailing Address:** 6501 Schirra Court, Suite 200, Bakersfield, CA 93313

**HERC Location:** 6501 Schirra Court, Suite 400, Bakersfield, CA 93313

**Office Hours:** 8am - 3pm Thursdays when classes are in session

**HERC Telephone:** (661) 633-4545 (leave voicemail if not during office hours)

**HERC Email:** [herc411@hotmail.com](mailto:herc411@hotmail.com)

**HERC Website:** [www.hercbakersfield.org](http://www.hercbakersfield.org)

**HERC Facebook page:** Home Educators’ Resource Center